



# CITY OF HOUSTON

## Job Posting

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1	<b>Applications accepted from:</b>
2	<b>Job Classification</b>
3	<b>Posting Number</b>
4	<b>Department</b>
5	<b>Division</b>
6	<b>Section</b>
7	<b>Reporting Location</b>
8	<b>Workdays &amp; Hours</b>
	<div>ALL PERSONS INTERESTED  PUBLIC WORKS MAINTENANCE MANAGER PN# 106695 Department of Public Works &amp; Engineering Public Utilities Division Wastewater Operations Branch 611 Walker* M - F, 8 a.m. - 5 p.m.*  *Subject to change</div>
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts. Plans, organizes, directs and reviews various operations, facilities and personnel. Works cooperatively and coordinates activities with other divisions and departments. Coordinates with related outside agencies, committees and civic associations. Reviews and critiques methods and procedures regularly to maintain and improve efficient operations; evaluates individual and group performance; makes needed improvements. Maintains current knowledge of technological and legislative changes that affect activities and initiates actions made necessary by such changes. Gives personal attention to emergency or special problems; responds to complaints or inquiries from the public, City officials or outside agencies. Forecasts future program needs and identifies scope of budget and capital programs. Conducts periodic review of expenditures and make program or budget adjustments as required.
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Bachelor's Degree in Business Administration or related field or an equivalent in-depth specialized training or approved program that is directly related to the type of work being performed. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Seven years of experience closely related to the activities of the area or division such as heavy maintenance, collection system maintenance, maintaining Wastewater type equipment (i.e. pumps of all sizes, etc.) and other maintenance activities for the Wastewater Operations Branch are required.
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2).
14	<b><u>PREFERENCES</u></b> Preference will be given to applicants with electrical maintenance experience in the wastewater operations. Preference will also be given to applicants with a State of Texas Master Electrician License or as a minimum a State Of Texas Journeyman's License or a Collection III license or a Wastewater Class "C" license or higher.
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  <div>Salary Range - Pay Grade 29 \$1,885 - \$2,639 Biweekly \$49,010 - \$68,614 Annually</div>
18	<b><u>OPENING DATE</u></b> September 7, 2005
19	<b><u>CLOSING DATE</u></b> Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>
	An equal opportunity employer

